AZ JOB CONNECTION NEWSLETTER

In AJCs fourth quarter issue you will find what is new to the AJC application since the 13.0 Release. You'll learn of changes that you will need to anticipate for the Eligible Training Provider List and several how-to's when reporting. We also have a list of hot fixes for your review.

Please enjoy this last issue of the year. Wishing all staff a great and safe Holiday Season with family, friends and coworkers!

Demographics and Demographics Snapshot

In the Demographics and Demographics Snapshot under the Needs and Barriers section, a Date of Release field has been added for the Offender question. If the jobseeker does not have a release date then use the date of adjudication.

Transitioning Service Member

In Employment Services (ES), we capture the Transitioning Service Member (TSM) for reporting, as well as the Veteran.

When the TSM Active Duty Service End Date equals the current date the TSM enrollment exits automatically. The exit date will equal the actual end date of the latest service provided for the TSM.

Would you like to view previously distributed newsletters?

Use the following link.

[AZ Job Connection Newsletters](#)

DILBERT SEPTEMBER 13, 2014

Transitioning Service Member Cont....

At that point staff has to update the demographics to create a new period of participation for the jobseeker as a veteran.

If WIA or TAA is having an issue entering an enrollment because of the TSM participation, send a **Request Form** to the   EA-WIA@azdes.gov   e-mail   for corrections.

*The following issues were found in your input.

Start date cannot be within 90 days of previous enrollment in Employment Service, which ended on 01/30/2014.*

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Staff Development

This quarter's staff development comes from.

Lifehack.org; Tips for Life.

So you think you can multitask? Think Again.

- Broadman's Area 10 – frontal part of your brain that is responsible for the brain switching from task to task
- What is Possible? – Our brain working in the background
- What is Multitasking? - the term originated in the computer engineering industry
- Conclusion – if the task is mundane, or does not require undivided attention then multitasking can help to get more done

Thank you, David Hughes for giving everybody something creative to think of.

10 things you can do every day to benefit your brain.

- Take a nap (not at work)☺
- Do something creative just before going to bed
- Focus on one task at a time
- Do cardio and exercise
- Write. Like on a real piece of paper
- Take a multi – vitamin daily
- Learn a new language
- Play Words with friends (not at work)☺
- Meditate
- Be Optimistic

Visit http://www.lifehack.org/ to get more Tips for Life.

DILBERT SEPTEMBER 15, 2014

DID YOU KNOW?

Should you need to run a Report 8 for the case manager and want to see all the services you must select the Service and Status, Estimated Start, and End Dates. This is the result of a prior request to remove duplicate rows when just asking for services.

-

Currently under Miscellaneous Reports > Activity Charts the graphs are not working unless you have IE 10 with the 8.5 Java updates. Please note that the upgrades may affect other program application functions.

-

Don't forget to review AJCs Hot Fixes on the last page!

-

AJLA is currently working to update the Quick Start Guides (QSGs) for 13.0, but the New Job Order Posting QSG is now available for your training.

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DES's Public Information Office recently issued a new policy for Social Media Usage and Procedures. We hope to begin working on a Social Media plan in the near future to distribute to EA and our Partners. Soon we will be able to post jobs on approved media sites and more.

-

"Inactive" job posts also means "closed", ensure that you are not referring Job Seekers to closed job posts.

-

When creating staff accounts ensure to provide an answer to the security question. Notify staff what the answer is and also request staff to change the security question the first time logging in.

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OCCUPATIONAL SKILLS TRAINING- AUTO GENERATED TRAINING AGENT ID PROCESS

WIA participants must select a training program that is WIA approved on the Eligible Training Provider List (ETPL). Beginning September 2015, ETPL training provider's performance will be calculated for each training program. Training programs that do not meet the state's ETPL performance standards will be removed from the ETPL.

In order to accurately calculate each training program's performance LWIA staff must use the "Add Training Program" button to add an ETPL training program to the participant's S & T Plan. All ETPL training providers are assigned a Training Agent ID by the AJC system when the training provider applies for the ETPL. By using the "Add Training Button" the training provider's Training Agent ID will auto-populate in the Training Agent ID field and other training provider information be automatically be completed on the Service Details page. By adding training using this process, it will allow staff to run reports in AJC that will show each training program's performance. *LWIA staff must not manually create their own Training Agent ID or type the name of the training provider in the Training Agent ID field on the Service Details page.*

Jutta Ulrich
WIOA Unit Supervisor
AZWIAETPL@azdes.gov

To add a training program to an S & T plan follow these steps:

1) Go to the Case Details page for the participant;
2) Select "S & T Plan" under the Program Descriptions;
3) Select "Add Service";
4) Select "Training Providers" to search for a training program;
5) Enter search criteria to locate a training program;
6) Select name of school;
7) Select "Programs" to see the programs offered by the provider;
8) Select the program from the list that the participant wants to attend;
9) Scroll down to the bottom of the screen and select the "Add to Training" button;
10) Training program information along with the Training Agent ID will be automatically filled out in the Service Details page.
11) Complete information on the Service Details page
12) Select "Add" to add the training to the S & T plan.

This process is just for adding an ETPL Training Program to Training Services on the WIA participant's S & T plan, further guidance on how to add the Training Agent ID for other services will be provided in the near future.

Significant Barriers to Employment

Did you know that DVOP staff is required to see any / all Veterans and Eligible Spouses that have Significant Barriers to Employment (SBE)? Here is a list of the screening questions that are used to determine if there are SBE's:

Do you have a service connected disability?
Are you homeless or expect to be homeless?
Are you a recently separated service member who, at any point in the past 12 months, has been unemployed for 27 consecutive weeks?
Are you an offender released from incarceration within the past 12 months?
Are you between the ages of 18 -24?
Are you lacking a H.S. Diploma / GED?
During the past 12 months, please indicate if your income was below the listed amount according to your family size:

Family Size	During the past 12 months was your income less than:	Family Size	During the past 12 months was your income less than:
1	$10,680	4	$29,665
2	$17,502	5	$35,005
3	$24,030	6	$40,943

If a Veteran or Eligible Spouse of a Veteran does not self-disclose that they have a SBE, they should be routed to Employment Service or WIA staff to provide employment related services.
Please refer to IB #14-09 for more information!

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Hot Topics

Job-Driven Training Grants - two Arizona colleges are grant winners

Congratulations to Central Arizona College and Pinal County Community College District as recipients of a combined $12.5 million in grant awards

Vice President Biden announced under this year's Trade Adjustment Assistance Community College and Career Training Grants initiative (TAACCCT) grant awards to be given to community colleges. $450 million awarded will be used by colleges to connect with employers to educate and train individuals for in-demand jobs; which is very much needed by the U.S. to stay competitive in todays and tomorrows job market.

What this means for Arizona is we now have the funds to create programs, connect with employers across the country and train Arizonians in high demand fields. These programs will be designed based on previous TAACCCT award winners to assist thousands of low wage, low skill clients access to internships, apprenticeships, and job-relevant basic skills education and training into better paying jobs that employers are looking to fill.

Central Arizona College in partnership with consortium members; Eastern Arizona College (Thatcher, AZ), Gateway Community College – Maricopa Skills Center (Phoenix, AZ) and Estrella Mountain Community College – Southwest Skills Center (Avondale, AZ) will share the 10 Million to establish the Arizona Regional Manufacturing Professional Upgrade project (AZ RAMP Up). The remaining 2.5 million will be utilized by the Pima County Community College District.

For a more thorough look into the Job-Driven Grants please us the following links provided in the next column.

DILBERT SEPTEMBER 25, 2014

Please use the following links to learn more on Job-Driven Training Grants:

[Recipients of the Job-Driven Training Grants](#)
[CAC Receives TAACCCT Grant](#)

$450 Million in Grants to Nearly 270 Community Colleges Partnering with More than 400 Employers Nationally
- Office of the Vice President

Quarterly Kudos

Customer Satisfaction surveyed customers who commended the following staff for their support and comprehension of the customers' needs and situations:

95th Ave and McDowell Office - we received multiple compliments if your excellent support and just doing a great job. To all staff in the office thank you!

Special thank you to WIA and ES program staff for such a great program and helping clients accomplish their goals. It has been stated several times that without the programs clients would not have been able to accomplish those goals.

AJC HOT FIXES

Some of the fixes include the job order referral process for public limited orders, to the add work experience process, and merging the job order skills and requirements text to the description field, and changing the CF translator from Bing/Microsoft to Google to gain additional language support.

- **Hard errors 145816 and 145817**

- **Switched to Google website translator to include additional languages.**

- **Resumes print in PDF inside margins, loss of lines are no longer a problem.**

- **Job Order Advanced Search no longer receives error for "On Hold" or "Closed within 30 days" searches.**

- **Job Service Employer Activity Report and New Job Order Report now display newly created job orders.**

- **Searching by county now returns the correct job postings in the results.**

- **Description, skills and duty fields now combine into the Job Description field and no longer reference Deprecated fields.**

- **Jobseeker can no longer apply for a job and email an Employer without a complete resume.**

- **Referrals for public limited orders work correctly. The Correct message displays when limited job order does not have email as a contact method, or does not have an email indicated**

- **Work Experience links are now active.**

- **Email confirmation for job postings are being generated and listed in the notification list page.**

- **Job Order ID Number no longer labels Self Service and Staff Assisted in front.**

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Employment Administration, Information Technology Section (EA/IT) working to keep you informed and up-to-date!

DES

Your Partner For A Stronger Arizona